81-2152/9

28 September 1981

25X1

MEMORANDUM FOR: Deputy Director of Central Intelligenc

FROM: Director, Policy and Planning

SUBJECT: Action Taken on DCI-Approved Recommendation From Inspector General's Report on Public Affairs

1. On 21 September 1981 the DCI directed me to ensure that sufficient personnel and financial resources are made available for the development and implementation of an automated data storage and retrieval system for the Publications Review Board. (Tab A) An extract from the IG Report leading to this directive is at Tab B.

25X1

2. A considerable amount of preliminary study has gone into this project over the last year. It culminated in the design concept shown at Tab C, which was devised jointly by DDA/ODP and NFAC/OCR. Resource implications are as follows:

- Assignment of a full-time professional data base manager/indexer to the PRB Executive Secretariat.
- The assistance for about three months of a professional indexer and a computer systems specialist to work with the data base manager on the final file design and requirements study.
- Possible installation of an additional computer terminal to supplement that already available to the PRB Executive Secretariat.

STAT

3. Copies of my implementing memoranda are at Tab D. You will be kept informed of the progress of the "PRB Reference Center" which these actions are intended to support. This project and the proposals included here have the full endorsement of the Publications Review Board, the current members of which are:

DDA
Thomas White, Director, DDA/ISS

DDO
William F. Donnelly, Director, DDO/IMS

NFAC

25X1 Deputy Director, NFAC/OCR

25X1

DDS&T

STAT [redacted] SA to Director, DDS&T

OS

STAT [redacted] Director, OS

CCS

STAT [redacted] Director, DDO/CCS

Chairman - Lavon B. Strong, Chief, DCI/OPP/PAB

STAT Counsel - [redacted] Deputy General Counsel [redacted]

STAT [redacted]

Robert M. Gates

Attachments:
As stated

Tab A

CONFIDENTIAL

81-2152/7
21 Sep 81

MEMORANDUM FOR: Director, Office of Policy and Planning

FROM: Deputy Director of Central Intelligence

SUBJECT: Approval of Recommendation from Inspector General's Report on the Office of Public Affairs

1. The DCI has approved Recommendation V. B in the Inspector General's August 1981 report on the Office of Public Affairs. This report reads as follows:

> V. B. The Director, Office of Policy and Planning, in coordination with the Deputy Director for Administration and the Director, NFAC, ensure that sufficient personnel and financial resources are made available for the development and implementation of an automated data storage and retrieval system for the Publications Review Board.

2. Please coordinate with the DDA and the Director, NFAC on this recommendation and advise me when action is completed.

25X1

B. R. INMAN
Admiral, U.S. Navy

cc: DDA
Director, NFAC

CONFIDENTIAL

Tab B

Computer Support for PRB

Every PRB member interviewed, as well as other officers involved in the PRB process, expressed concern over the increasingly difficult task of keeping track of intelligence-related information which has found its way into the public domain. Failure to develop a comprehensive institutional memory of material released to the public hastens the day when the Agency will be embarrassed (and possibly sued) because it denies an author the right to publish material which it has already made publicly available.

Public release of intelligence data occurs in various ways including: Agency responses to FOIA and Privacy Act requests, Executive Branch disclosures, Congressional testimony and publications, unclassified Agency publications, publications by current and former Agency officers, and unauthorized leaks. Only portions of this material, such as information released by the DO under FOIA, is stored in automated data bases and is readily retrievable. Reviewers rely heavily on human memory and time-consuming, manual file searches to attempt to determine whether information has become public. The Agency's human memory is swiftly eroding due to retirements and other departures. The rising volume of new manuscripts and other materials published and in preparation by former employees further compounds the problem.

Agency managers including the DPA have taken some initial steps to cope with this situation. At the PRB Conference held in November 1980, the ranking agenda issue was the need to develop an adequate data storage mechanism to enable the Board to record and rapidly retrieve intelligence-related material appearing in publications the PRB itself had reviewed and approved.

Before the Conference there had been discussions about developing a storage and retrieval system which would include all disclosures made by the Agency, but the concept

had been rejected by senior Agency management as too expensive. The Conference focused on the narrower issue of developing a storage and retrieval system solely to record material reviewed by the PRB. Conference participants unanimously supported the development of such a system; however, no one volunteered to undertake the task.

Subsequently the DPA chose to use OPA's own resources to create a small staff and begin the groundwork to build the system. Accordingly, the DDCI on 10 December 1980 approved the DPA's proposal to establish "a small research/library staff to index manuscripts reviewed and, using existing Agency systems, to assist the Board in the future by identifying and locating specific materials officially declassified or released . . ." (Later the current DDCI approved the reprogramming of $29,000 of OPA funds to proceed with putting the supplemental volumes of the Church Committee report and the Pike Committee report into an existing full-text automated storage system in OCR--the Rapid Search Machine. Other frequently used documents already stored and available are the basic Church Committee and the Rockefeller Commission reports. OCR has agreed to explore storage of the Pentagon Papers in the same system.)

In March 1981 DPA assigned the task of studying the alternatives for a suitable mechanism to a professional in the PPPRS. She has held extensive discussions with officers in the key components engaged in the PRB review process to develop a clear picture of component and reviewer needs.* The Office of Data Processing (ODP) has made a preliminary survey of the PRB's requirements and concurs that "the PRB application is a good candidate for ADP control." ODP recommends as a next step the formation of a "file design team," composed of a PRB representative, a computer system

*This employee began several months of leave without pay in May 1981. Her position was abolished on 1 July 1981, and her duties have been assumed by other Public Affairs officers.

analyst from ODP, and an indexing expert from OCR, which would be responsible for a complete system design proposal.

Implementation of the system will require a commitment of resources on ODP's part, in terms of computer and software support, and on the part of the External Affairs Staff, in terms of the personnel necessary for abstracting and indexing the information to be retrieved, as well as data input and file maintenance. ODP has indicated its readiness to support this effort, but the PRB will need the backing of senior management to ensure that all necessary resources are made available.

Tab C

ODP-81-1224
18 SEP 1981

MEMORANDUM FOR: Chief, Public Affairs Branch

STAT FROM: [redacted]
Acting Director of Data Processing

SUBJECT: Response to Public Affairs' Request for DDA/ODP Assistance

REFERENCES: A. Memo to DDA from D/PA (DDA-81-1226), dtd. 9 June 1981, SUBJECT: PRB Reference Center

B. Memo to D/PA from DDA (ODP-81-7058), Same Subject

1. As agreed to in our 9 June 1981 meeting and documented in the referenced memoranda, a preliminary study of the Publication Review Board's information storage and retrieval needs has been completed. The attached paper
STAT contains the findings and recommendations of [redacted] and
STAT [redacted]

2. Their recommendation of a formatted file approach over a full text retrieval system would significantly reduce the resources required for converting textual manuscripts to machine readable form. Furthermore, effective indexing and abstracting will provide the retrieval flexibility needed by PRB. There is also a continuing resource implication to PAB for a formatted file. An operational system will require one full-time professional, as a data base manager/indexer. This professional would have to be provided from your staff. It will be difficult to recruit any individual with these skills below the GS-12/11 level. In addition, more indexing resources would be needed if you plan to convert the existing data base. D/OCR informs me that he does not have indexing personnel available for loan to PAB for this project.

3. The next step, the file design/requirements study, will require about three work months -- for an indexer, a computer systems specialist, and someone from your staff. Consequently, I hesitate to recommend such a step unless you feel confident that you have the necessary resources available for an operational system. I will await your response. Meanwhile, if you have any questions regarding the Preliminary Investigation Report, please call Mr.
STAT [redacted]

STAT [redacted]

Preliminary Investigation Report

for the Publication Review Board

Prepared by

STAT [redacted]

ODP Applications

and

STAT [redacted]

OCR/ISG

September 10, 1981

Sanitized Copy Approved for Release 2011/08/25 : CIA-RDP89G00720R000100050063-6

1. Problem Definition - This preliminary investigation was conducted to determine what approach should be taken in providing an automated system for the storage and retrieval of pertinent information related to Publication Review Board's (PRB) pre-publication review process. The problem as stated by Office of Public Affairs (now Public Affairs Branch) is one of being able to recall what information has been disclosed to the general public through the review mechanism and what information has been withheld.

2. Findings - To begin, we believe that the PRB application is a good candidate for ADP control. The variety and amount of information to be controlled and the need for a timely, systematic organized search and retrieval apparatus supports this belief. Our initial reaction is that it is not a likely candidate for full text processing. Data conversion requirements, the size of the data base to be initially converted (40,000 pages), the projected file growth and storage requirements are the primary reasons for our decision. Eliminating full text processing as an alternative narrows the selection to a formatted file approach, that is, the creation of indexes/records containing information about the manuscripts; the manuscripts themselves being retained in a separate collection.

From a systems point-of-view, the consideration of a formatted file application brings up many points regarding support of the application that should be addressed before a decision to proceed is made. Such an approach will require considerable resources for data reduction, input and file maintenance. It will require a disciplined environment that includes an information abstraction and data entry capability as well as a quality control mechanism. Additionally it could introduce complexities and changes in PRB's office procedures and responsibilities that could affect system design. For example, procedures may have to be established for logging and tracking the manuscript in order to insure that the final disposition has been made and the file record is complete.

In order to assist PRB in analyzing their needs and commitments we have constructed a file resources strawman (attachments 1-5). These estimates are based on a review of a sample of manuscript files currently held in PRB and from initial discussions with PRB personnel.

Using the attached estimates we recommend at least one person fulltime to support current file needs. This estimate presumes this person will have the various skills necessary to perform the functions of control, abstract, input, maintain and retrieve, and a first hand awareness of on-line data entry and ad hoc subject retrieval. Ideally a fully trained and experienced abstractor/indexer would be

desirable. This experience is absolutely necessary to initially maintain the lower range of time estimates and to support a high retrieval/indexing relevancy rate. Of particular concern is the time allocated to data base management functions. At implementation this expenditure will be weighted to the high range figure. Gradually as experience grows and as reference tools are completed the expenditure should ease. About six months will be required for this cycle to settle down.

In addition to keeping up with current receipts the conversion of present file holdings is recommended. The conversion of this data base is estimated to require approximately 1/2 manyear. Using the lower resource allocation figure we anticipate this task to complement and to support the current file building operations. It of course will slow down this process unless additional resources are allocated.

The strawman record structure is based on three groups of information about a manuscript - bibliographic data, an abstract of the theme and/or subjects treated and an abstract of the reviewers' comments. Each information group has been described as a subrecord. These subrecords are considered, for the purpose of this file estimate, to be independent for input and maintenance activities. That is, each subrecord may be input to the system as it is completed rather than delaying input until all subrecords are available. Intermittent input allows the system to serve as a control and tracking tool as well as a retrospective retrieval device. Special emphasis on maintenance functions is stressed as each subrecord may be accessed several times to input information as it becomes available; this is especially true in subrecords 1 and 3. At retrieval, however, the record is addressed as a coordinated whole.

3. Recommendations - If based on these data a decision to proceed is made, we would then recommend the formation of a file design team. Composed of a PRB representative, a computer system analyst, and an indexing expert, this team would be responsible for a complete system requirements and file design document. After the requirements have been defined, the group will dissolve and the ODP analyst will write a project proposal for a system to be developed by ODP Applications. This proposal will include all aspects of system design, development, and implementation.

PRB FILE "STRAWMAN"

RECORD STRUCTURE

Each manuscript is represented by one-three part index record. A record is not complete until all three subrecords are input. Each subrecord, however, may be input separately in a unique maintenance action.

Subrecord 1 contains

bibliographic data
examples: author's name, title, PRB control number, date submitted, document type, date of comments

comments: basically data data currently controlled in a PRB RAMIS formatted file -- with certain standardizations. (dates, document type, name)

estimated size 400 characters

Subrecord 2 contains

STAT

comment: this strawman uses keywords/keyword phrases without additional encoding. The use of codes to represent concepts and/or areas should be considered in future requirements studies. In addition the linkage of areas to keywords/concepts is viewed as a necessary retrieval requirement.

estimated size 750 characters

Subrecord 3 contains

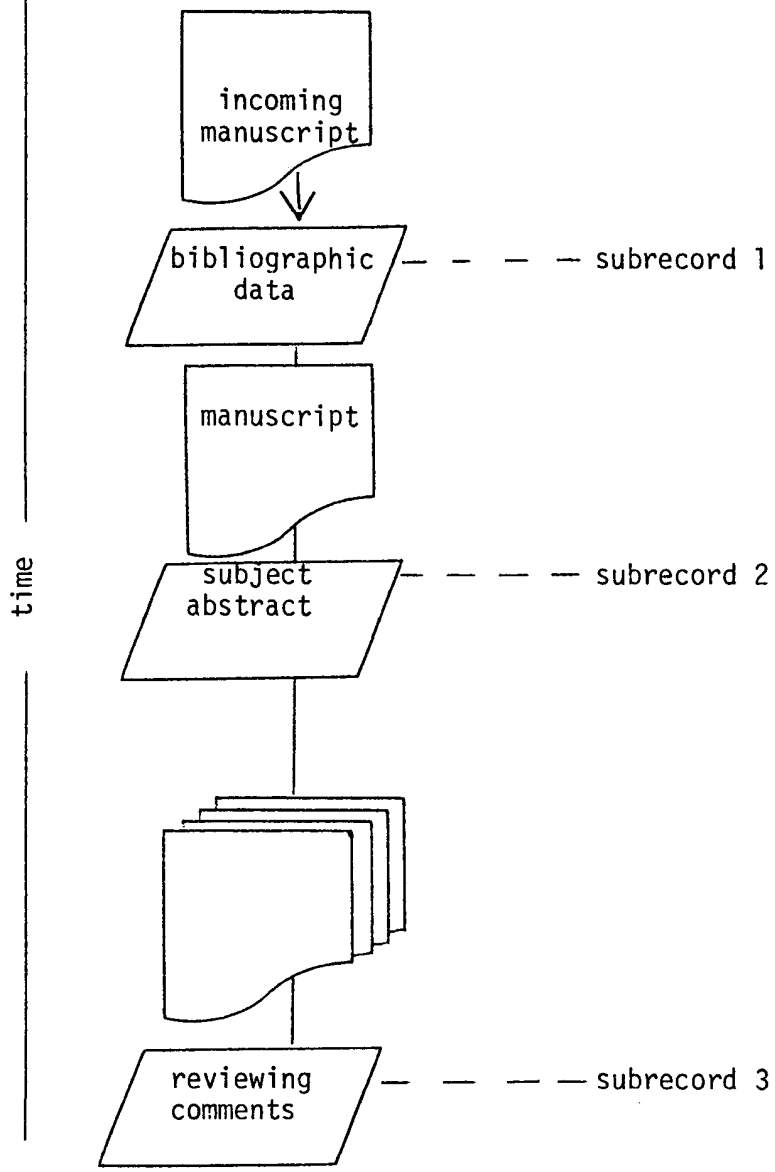
STAT

comment: this strawman uses keywords/keyword phrases without additional encoding. The use of codes to represent concepts and/or areas should be considered in future requirements studies. As in subrecord 2 the linkage of area with the keywords/concepts is most important. The addition of page number to the indexing phrase is an enhancement that may have merit.

estimated size 750 characters

PRB FILE "STRAWMAN"

DOCUMENT FLOW



PRB FILE "STRAWMAN"

DATA BASE SIZE AND GROWTH RATE

PRB holdings as of 1 August 1981

109	books
270	articles
21	book reviews
11	outlines
12	speeches
27	other
450	

Distributed Record Size

	Greater Manuscripts (Books)	Lesser Manuscripts (Articles, etc.)
Subrecord 1	400 char.	400 char.
Subrecord 2	750 char.	350 char.
Subrecord 3	750 char.	350 char.
	1,900 char.	1,100 char.

Data Base Size - to be converted (pre CY Aug 81)

Books	109 x 1,900 char.	= 207,100 char.
Articles, etc.	341 x 1,100 char.	= 375,100 char.
	TOTAL	= 582,200 char.

Growth Rate (based on projected CY 81 rate)

Books	24 x 1,900 char.	= 45,600 char.
Articles, etc.	176 x 1,100 char.	= 193,600 char.
	TOTAL	= 239,200 char.

PRB FILE "STRAWMAN"

PRB RESOURCES REQUIRED FOR CURRENT DATA BASE MANAGEMENT
(based on projected CY81 input rate)

FUNCTION	TYPE OF MANUSCRIPT	TIME REQUIRED/ MANUSCRIPT	X	RATE OF INPUT/YEAR	TOTAL TIME/YEAR
Bibliographic Indexing	Books	15-30 min		24	6 - 12
	Articles	15-30 min		176	44 - 88
Abstracting - Subject	Books	2-4 hrs		24	48 - 96
	Articles	30 min - 1 hr		176	88 - 176
Abstracting - Index reviewers' Comments	Books	2-4 hrs		24	48 - 72
	Articles	15-30 min		176	44 - 88
Data Entry	Books	30 min - 1 hr		24	12 - 24
	Articles	15-30 min		176	44 - 88
Data Base Mgt-	---	2-3 hrs/day		---	520 - 780
				TOTAL	854 - 1,424 manhours

PRB FILE "STRAWMAN"

RESOURCES FOR DATA BASE CONVERSION
(based on current holdings)

FUNCTION	TYPE OF MANUSCRIPT	TIME REQUIRED/ MANUSCRIPT	X	NUMBER CURRENTLY HELD BY PRB	TOTAL HOURS
Bibliographic Indexing	Books	15 min		109	27.25
	Articles	15 min		341	85.25
Abstracting - Subject	Books	2 hrs		109	218
	Articles	30 min		341	170.50
Abstracting - Index Reviewers' Comments	Books	2 hrs		109	218
	Articles	15 min		341	85.25
Data Entry	Books	30 min		109	54.50
	Articles	15 min		341	85.25
				TOTAL	944. manhours

Tab D

Sanitized Copy Approved for Release 2011/08/25 : CIA-RDP89G00720R000100050063-6